

Head of Facilities

Kaupapa | Purpose

The Facilities Team is responsible for the operational management of Wintec's buildings and infrastructure. This team ensures that all facilities are safe, healthy, sustainable and fit-for-purpose. Their duties include overseeing building maintenance, supplier engagement, ensuring compliance with health and safety regulations, and managing the sustainable use of energy and water resources. The Facilities Team also plays a key role in business continuity planning, asset management and project management, including the construction, engineering, workspace design and landscaping.

In addition to these responsibilities, the Facilities Team includes a fleet management function, which oversees the maintenance and operations of Wintec's vehicles. The team also includes a security function responsible for maintaining a safe and secure environment for akonga, kaimahi and visitors.

The Head of Facilities is responsible for leading and managing the Facility Team.

Reports to: Regional Finance Director

Team: Wintec | Te Pūkenga Facilities

Remuneration: \$131,300 - \$160,000

Date: 1 March 2025

Ngā mahi | Do

The Head of Facilities will be responsible for:

- Leadership:
 - Leading the Facilities Team to provide innovative solutions which are customer-focused, with outputs that are efficient, effective, and financial sustainable.

- Providing mentorship and professional development opportunities for team members.
- Creating and sustaining a culture that embeds a safe, dynamic, and productive environment for akonga, kaimahi and other stakeholders.
- Member of the Senior Leadership team.
- Facilities Management:
 - Managing the delivery of property, infrastructure, and services in conjunction with Wintec kaimahi, external contractors and consultants.
 - Maintaining asset management plans (AMP), including annual maintenance and future requirements workplans.
 - Manage the building condition surveys and ensure the reporting updates the building management plan and capital works plan.
 - Identifying emerging property and infrastructure problems and managing the related risk.
 - Delivering a responsive and service orientated fault and incident responsive management.
 - Providing strategic advice through ongoing reporting to the Executive Leadership Team on property assets, infrastructure, and services.
 - Ensuring the operations and functions of the Facilities Team minimise environmental impact.
 - Negotiating contracts for projects, services, and leases with third parties, ensuring the best financial outcomes for Wintec, recommending the preferred options for approval under the Delegated Authority Policy.
 - Develop and update a 10-year capital works plan and ensure the capital costs are recognised in the appropriate financial year capital expenditure budget.
 - Developing Business Cases for approval under the Delegated Authority Policy, for capital projects under the capital works plan and major service contracts.
 - Overseeing the delivery of projects and service contracts ensuring compliance with contracts, ensuring benefits are realised and risks are managed and mitigated.

- Communicating and training kaimahi on asset information frameworks, policies, standards, and utilising facility management systems and technology.
- Security Management
 - Manage the security of the Wintec Campuses, ensuring a safe and secure environment for kaimahi, akonga and visitors.
- Fleet and Parking Management
 - Manage the Wintec fleet vehicles and related systems, processes and compliance requirements, ensuring ongoing maintenance and repairs.
 - Review leases and negotiate new terms.
 - Ensure insurance is adequate for the fleet.
 - Manage the car parking at the City and Rotokauri campuses and work with the external provider on car parking fees.
- Emergence Management:
 - Developing and maintaining emergency plans and procedures, including evacuation plans and disaster recovery strategies.
- Financial management:
 - Authorising purchases in accordance with the budget policy and Delegated Authority Policy.
 - Work with Finance to developing the operating budget and forecasts.
 - Monitor operational and capital project spend with Finance.
 - Present monthly reporting on Facilities operational and capital financial spend to the Executive Leadership Team.

Health, Safety and Wellbeing

- Work in conjunction with the Health and Safety Team to ensure the campus facilities are safe and secure for Kaimahi and Akonga.
- Ensure significant hazards in Facilities are identified, documented, and reviewed annually or as new hazards emerge.
- Ensure significant hazards are eliminated, isolated and/or risk minimized.
- Ensure staff in Facilities are involved in the hazard management process.

- Ensure relevant health and safety training is identified and completed for key staff and those with specific job/training requirements.
- Ensure work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed, and recommendations considered.

Wintec Culture

- Observes Wintec’s mission, strategies, priorities, and values in all activities.
- Follows all Wintec and Te Pūkenga’s policies and procedures and legislative obligations.
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO).
- Demonstrates an understanding of and commitment to Wintec | Te Pūkenga mission, strategies, priorities and values.
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner.
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

Other Duties

- Performs other duties as may be reasonably required from time to time.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

- Postgraduate level qualification in property or asset management or a related field or the equivalent body of knowledge gained through experience.
- Experience in managing and leading facility/property teams in large and complex organisations.
- Experience in motivating and developing team members to maximise the quality and contribution of the Facilities Team.
- Demonstrating significant experience in planning and managing significant property and infrastructure projects.
- Excellent communication skills and proven ability in developing relationships across a business, and the ability to influence at senior levels and a diverse range of stakeholders.
- Proven customer service focus.
- Proven experience in identifying emerging property and infrastructure problems and managing the related risk.
- Experience in developing property framework, policies, standards and delivering these from design to implementation.
- Ability to research, gather, analyse, and present information in formal business documents and forums including Business Cases.
- Excellent knowledge of strategic asset management and forward planning of a large asset portfolio and delivery of complex and extensive asset related projects and work programmes.
- Experience in managing capital and operational budgets, and key performance indicators for property and infrastructure, reporting regularly to the Executive Leadership Team.
- Comprehensive knowledge of and a high-level ability to interpret and apply relevant New Zealand Standards, legislation, regulations, design guidelines and codes of practices relevant to the position.
- Experience in advocating and leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting.
- Experience in leading and advocating the use of te reo, tikanga and mātauranga Māori in the workplace.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued, . Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Wintec | Te Pūkenga, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

Internal:

- Executive Leadership Team.
- Senior Leadership Team.
- Managers.
- All kaimahi.
- Ākonga.

External:

- Industry Representatives.
- Government Departments.
- Other IPTs, training providers, universities.
- Strategic partners.
- Local Government.
- Iwi.
- Contractors and consultants.
- WorkSafe.

Resource delegations and responsibilities:

Financial: As per the Financial Delegations Policy

People: Five direct reports